

MARYLAND DEPARTMENT OF THE ENVIRONMENT  
Small Business Loan Program  
1800 Washington Blvd., Baltimore, MD 21230  
(410) 537-3772 – The Small Business Assistance Program

## LOAN PROCESSING FORM

NOTE: Please attach additional sheets if more space is needed to answer any question.

## I. GENERAL INFORMATION :

A. Applicant(s) (use full legal name): \_\_\_\_\_

B. Mailing Address, including zip code:

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C. Federal Tax I.D. Number: \_\_\_\_\_  
or  
Social Security Number: \_\_\_\_\_

D. Type of business: \_\_\_\_\_

SIC Code: \_\_\_\_\_

E. Business Entity:

\_\_\_\_\_ Proprietorship                      \_\_\_\_\_ Limited Liability Corporation (LLC)

\_\_\_\_\_ Partnership                      \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Corporation

(Specify)

1. If applicant is a partnership, state name of general partner:

**I. GENERAL INFORMATION (Continued)**

2. If applicant is a corporation, complete the following:

a. City and State of incorporation: \_\_\_\_\_

b. Date incorporated: \_\_\_\_\_

c. If a subsidiary company, name of parent company: \_\_\_\_\_  
\_\_\_\_\_

d. Number of stockholders: \_\_\_\_\_

3. Principal contact person, title and telephone number:

\_\_\_\_\_  
\_\_\_\_\_

4. List any business or trade names other than those listed above which the applicant uses or has used in the last five (5) years:

\_\_\_\_\_  
\_\_\_\_\_

5. Number of full time employees: \_\_\_\_\_ Total number of employees: \_\_\_\_\_

F. Outstanding lawsuits or administrative actions against Applicant:

\_\_\_\_\_

G. Have any of the persons listed in Section I ever been convicted of any criminal offense other than minor motor vehicle violations?

\_\_\_\_\_ Yes. If yes, furnish details. List name(s) under which convicted, if applicable.

\_\_\_\_\_

\_\_\_\_\_ No.

(Note: A conviction record will not automatically disqualify an otherwise eligible Borrower, however, a false answer is cause for your application to be declined.)

## II. PROJECT SITE INFORMATION

- A. Full street address of project site (i.e., site at which equipment is to be installed with loan proceeds):

Street: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- B. Telephone number at project site, if any: (    ) \_\_\_\_\_

- C. Name of legal owner of real estate where equipment will be installed:

\_\_\_\_\_

- D. If Applicant is not the legal owner of the project site, specify type of interest in real property or other contractual right (i.e., Lease Agreement) which authorizes Applicant to install the equipment.

\_\_\_\_\_

- E. Outstanding lawsuits or administrative actions involving project site:

\_\_\_\_\_

\_\_\_\_\_

## III. TECHNICAL INFORMATION

- A. General description of work to be performed including detailed information on the equipment that will be installed (for example vendor specifications), the purpose of the installation, and a description of the process where the equipment will be installed:

\_\_\_\_\_

\_\_\_\_\_

- B. Name of contractor(s) to perform work (if known):

\_\_\_\_\_

#### IV. PROJECT BUDGET INFORMATION

It is anticipated that many of the projects to be funded under this program will require additional monies for completion. A loan by MDE for this project may not exceed \$50,000 per site and may only be used for "eligible project costs".

A. Total estimated costs for the air pollution control project? \$ \_\_\_\_\_

B. Loan Amount Request (\$50,000 per site maximum): \$ \_\_\_\_\_

C. How do you plan to fund any difference between the cost of the project and the loan amount (provide evidence of other funding sources)?

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D. Has the Applicant applied for, or received, any additional financial assistance other than that described in Item #7, Debt Schedule, of the "Checklist for Loan Application"?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe in detail the financial assistance sought, including the name and address of the source of funding, the amount, type, terms, and security offered. Attach copies of any loan or grant commitments or documents.

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#### V. FINANCIAL INFORMATION

A. Please refer to the **"Checklist for Complete Loan Application"** for the required information to be submitted.

**V. FINANCIAL INFORMATION (Continued)**

B. Has Applicant paid all taxes currently due to the:

State of Maryland      YES      \_\_\_\_\_      NO      \_\_\_\_\_

Federal      YES      \_\_\_\_\_      NO      \_\_\_\_\_

If no, please identify the taxes due and amortization

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**VI. NOTIFICATIONS**

A. Pursuant to the provisions of Executive Order published at COMAR 01.01.1983.18, please be advised that:

Any personal information ("personal information" means any information about a natural person or his/her immediate family that identifies or describes any characteristic including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) supplied to the Department of the Environment ("MDE") of the State of Maryland by the Applicant or obtained by MDE during the course of their investigations will be used principally in their determination of the feasibility and creditworthiness of an application;

2. Failure to supply accurate and adequate personal information may jeopardize MDE's approval of the application;
3. MDE will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
4. Any document supplied to or obtained by MDE may be a public record subject to public inspection under the Maryland Public Information Act, State Government Article Sections 10-611 et seq., Annotated Code of Maryland. Certain information, such as trade secrets, information privileged by law, confidential commercial or financial data, and records describing an individual's finances, is exempt from disclosure under the Public Information Act; and
5. Information may be shared with participating lender(s) or with other State, local, or federal government agencies involved with the proposed financing.

**VI. NOTIFICATIONS (Continued)**

- B. Please be advised that a person shall be subject to applicable criminal penalties, including the penalties set forth in Environment Article, Section 2-609.1, Annotated Code of Maryland, if that person knowingly makes or causes any false statement or report to be made:
1. For any application or other document furnished to MDE in connection with a loan; or
  2. For the purpose of influencing the action of MDE on an application for financial assistance or for the purpose of influencing any action of MDE affecting financial assistance whether or not assistance may have already been extended.

**VII. CERTIFICATION**

All information in the Loan Processing Form and in the attached exhibits is true and complete to the best of my knowledge, information and belief. Applicant agrees to pay for the cost of any surveys, title examinations, credit reports, lien searches, appraisals, etc., that are deemed necessary by the department for consideration of this application. I hereby authorize all participating lenders and investors in the financing of this project to freely, and without further authorization and consent, exchange any and all financial information provided in connection with this application and the processing of this loan.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please print)

MDE is an Equal Opportunity Employer, minorities are encouraged to apply.